

EQUIPMENT NEEDED

NAME: _____ PHONE: _____

DATE: _____ TIME: _____

WEDDING:

SANCTUARY

CHAPEL

- Kneeling Bench
- Candle Lighter (two)
- Music Stand
- Lectern for guest book
- Other: _____

RECEPTION:

FELLOWSHIP HALL ADMINISTRATION LOBBY

Item

Number Needed

Tables: 6 ft. (30"w x 29"h)(32 available)
 6 ft. round (12 available)
 4 ft. round (2 available)

Table Cloths: Floor-length cloth (12' table)
 Floor-length skirt (rect. or round)
 Round floor-length cloth
 Lace overlays
 Regular cloths

Serving Pieces: Glass cups (250)
 Glass plates (250)
 Silver punch bowl & ladle (2)

- Lectern for guest book
- Piano in Fellowship Hall
- Plant stands (2)
- Other: _____

PLEASE use the Fellowship Hall Arrangement Form to sketch set-up for the reception in the Fellowship Hall.

(Please return this form to the church office.)